Edit a draft concern

When raising a concern the Course Convenor is able to save the new concern as a draft prior to submitting it to the Student Academic Integrity Coordinator. Duplicate concerns are also saved as drafts (refer to *Create a duplicate concern*) . Draft concerns are able to be accessed for editing at a later time and then submitted.

Step before	Refer to the job aid *Create a new concern* (eg. You created and saved a new concern. The concern was not submitted.)
	Refer to the job aid *Create a duplicate concern* (eg. You now need to add information that is specific to the particular student that you created the **original draft** concern for).

To access the Student Academic Integrity Management System, log into Griffith Portal, and choose *Learning and Teaching*, *Managing your teaching*, *Academic integrity management*.
- Choose Manage Concerns.
- A search page will be displayed.

Search for a concern

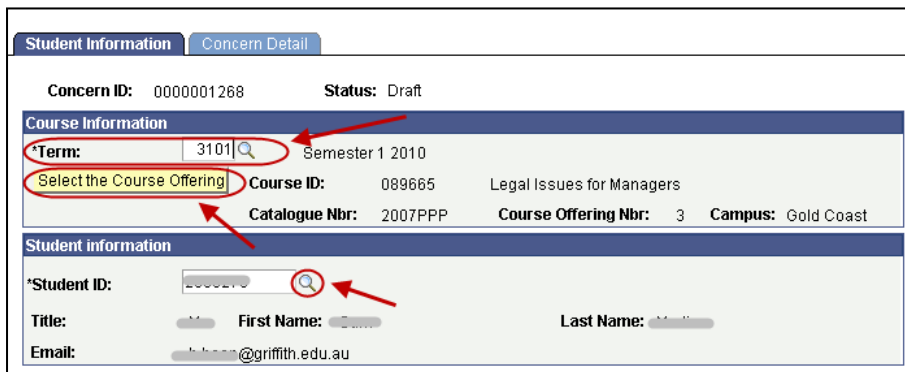Type in any information you have in regard to the draft concern in the search boxes.

Choose [Search] (Search) to list draft concerns. *Note: Use the search features to narrow the search results.*

A search result list will be displayed. *Note: Saved and duplicate concerns are saved with a status of DRAFT*.

Select the required concern from the list.

The [Student Information] (Student Information) tab will be displayed with the relevant information.

Check the information displayed and change it if needed.

Figure 1 Draft concern

Student information
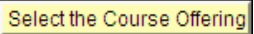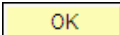
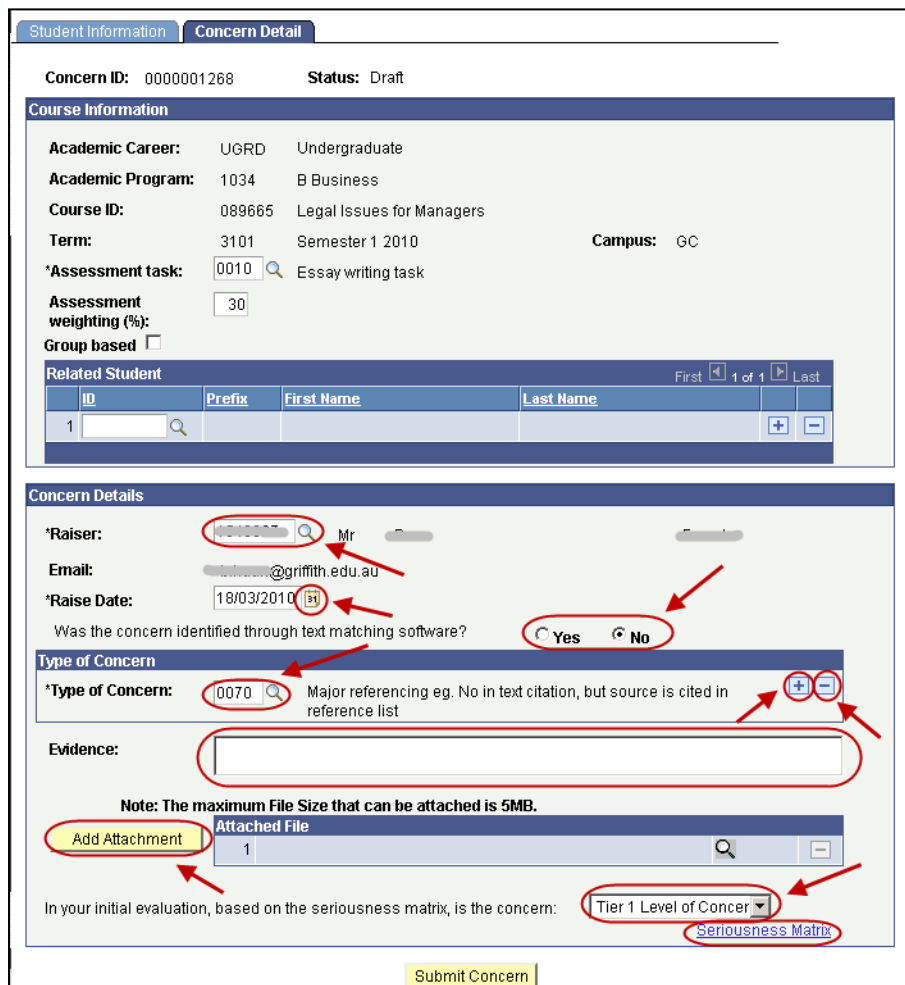| Field	Instructions
Term	Term refers to the semester (or tri-semester or study period) and year when the concern was identified. If you need to change the term choose 🔍 (Term search) then select the course term when the concern was raised.
Select the Course Offering	If you need to change the course information choose [Select the Course Offering] (Select the Course Offering). Then select the course from the list displayed and choose [OK] (OK).
Student ID	If you need to change the student about whom the concern is being raised choose 🔍 (Student ID search) and select the required student.

Table 1 Student information

Concern detail

Choose [Concern Detail] (Concern Detail) to display the fields of the draft concern.

Check the information displayed and change if needed.

Figure 2 Concern detail

Concern Detail fields

Field	Instructions
Assessment Task	If you need to change the assessment task choose 🔍 (Assessment task search) and select the required task. Select the *Type of Assessment* or *Other* if there is no suitable assessment task type. This will display a text box for typing in details.
Assessment Weighting	The assessment weighting is the percentage the assessment task is worth overall for the semester or tri-semester. If you need to change the weighting, type in the new weighting in the Assessment Weighting text box.
Group Based	If the assessment was group based check the ☑ (Group based checkbox) is selected otherwise it should be blank.
Related Student	If you need to include another student who was associated with this concern (e.g. where two students have copied from each other) choose 🔍 (Related Student ID search) and select the required student. Choose ➕ (Add) to add another student that is associated with the concern. Choose ➖ (Delete) to delete a student.
Raiser	The Raiser is the academic staff member who identified the concern about academic integrity (e.g. They may be Course Convenor or a Course Instructor or Tutor). If the raiser was a different person to the one shown choose 🔍 (Raiser search) to select the new person's details.
Raiser Date	If the date the concern was raised is different to the date shown then choose 📅 (Calendar search) to select another date.
Text matching software	If the concern was detected by text matching software (e.g. SafeAssign) check the Yes radio button is selected.
Type of Concern	If you need to change the type of concern choose 🔍 (Type of Concern search) and select the required concern type. Select the *Type of Concern* or *Other* if there is no suitable type. This will display a text box for typing in details. Multiple types of concerns can be added. Choose ➕ (Add) to add an additional type of concern. Choose ➖ (Delete) to delete a type of concern.

Note	If you are editing a duplicate concern, remember to check that the evidence and attached files are for the relevant student.

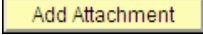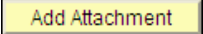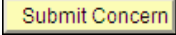| Field	Instructions
Evidence	If needed edit the information about the evidence for the concern in the evidence text box.
Attachment	If you need to delete an attachment choose ▬ (Delete). If you need to attach an evidence file choose [Add Attachment] (Add Attachment) and browse to the required file. Multiple files can be attached by repeatedly choosing [Add Attachment] (Add Attachment).
Initial Evaluation	If you need to change your initial evaluation for the draft concern select Tier 1 or Tier 2 from the drop down list.
Seriousness Matrix	The Seriousness Matrix can be accessed using the [Seriousness Matrix] (Seriousness Matrix) link.

Figure 3 Concern detail fields

Save

Choose [Save] (Save) at any time to save the concern.

The saved concern is able to be accessed for editing at a later time.

Note	If you need to duplicate a concern choose [Save] (Save) and DO NOT submit the concern. This saves the concern as a draft. When you have completed the duplicate concern (refer to *Duplicate a concern*) then open the original concern and submit it.

Submit concern

Choose [Submit Concern] (Submit Concern) to send the concern to the Student Academic Integrity Coordinator.

Step after	Refer to the job aid *Edit, send and view a concern letter* then refer to *Record investigation outcomes.*

Related job aids

- Create a new concern.
- Duplicate a concern.
- Record investigation outcomes.

Additional learning tools / Sources of information

- See https://intranet.secure.griffith.edu.au/teaching/academic-integrity-staff for links to workbooks, job aids and self-paced tutorials.
- For assistance with Academic integrity process contact the Student Academic Integrity Coordinator. Phone 373 54275 or email sai-coordinator@griffith.edu.au
- For assistance with technical difficulties phone EIS-Assist 373 55544.